

Job Code

Approved/Adopted Date

8738

05/21/07

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEPUTY HUMAN RESOURCES DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under general direction, assists the Director of Human Resources in planning, managing, coordinating and overseeing assigned Human Resources operations, activities, programs, and personnel for the City of Riverside. This is a second in command, responsible for the daily operations for an assigned area within the Human Resources Department.

REPORTS TO: Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Director. Exercises general direction over professional, para-professional, and clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Manages and provides administrative direction for assigned human resources functions including recruitment and selection, training and development, classification, compensation, benefits, or employee/labor relations.
- Ensures the timely, accurate, and professional delivery of city-wide human resources programs and activities.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Ensures staff compliance with departmental policies, procedures, and regulations governing human resources activities.
- Develops and implements goals, objectives, policies, and procedures for assigned human resources functions.
- Interprets and explains human resources policy and procedural decisions to City departments, management personnel, and employees.
- Provides assistance to City departments in resolving human resource issues; recommends and assists in implementing corrective courses of action.
- Oversees the confidential processing and maintenance of employee payroll/personnel records and the human resources records management system.
- Reviews and approves personnel actions pertaining to City employees for processing.
- Monitors compliance with MOU's Personnel Policies and Procedures and Salary Resolution; authorizes continued temporary staffing in excess of established limits.
- Manages and coordinates the City's recruitment and selection process including developing and implementing recruiting strategies.
- Supervises and coordinates the administration of the City's employee benefits program.
- Administers and maintains human resource systems and technology.
- Develops specialized management reports for internal and external customers.
- Gathers information, prepares, submits, and maintains a variety of departmental reports.
- Provides assistance in preparing and administering departmental budget.
- Serves as Human Resources Director in his/her absence and performs related duties.
- Performs other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Advanced research and statistical methods.
- Principles of office organization and management.
- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision and performance appraisal.
- Applicable federal, state, and local laws, regulations, and ordinances.

Ability to:

- Administering assigned human resources operations, activities, and programs.
- Assisting in ensuring compliance with regulations governing human resources activities.
- Effective oral and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, City officials, outside agencies, and the general public.
- Providing assistance in administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in business or public administration or a closely related field. A Master's degree is highly desirable.

Experience: Five years of increasingly responsible professional experience in human resources, including two years of supervisory experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class C California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Human Resources Director

TO: Human Resources Director